



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

The benefits of working for Veterans Affairs includes easy light rail access, an on-site exercise facility and knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Permanent, Full –Time

\$5,079.00-\$6,127.00 Monthly

**Location: Department of Veterans Affairs
Cost Accounting, Headquarters
1227 O Street Sacramento, CA 95814**

Final File Date: October 6, 2011

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under general direction of the Accounting Administrator II, the Accounting Administrator I (Sup) will assist in the management and implementation of a Cost Accounting & Support Office. Coordinate tasks with professional accounting staff, Headquarters, Homes and the GLAVC facilities, and supervise professional cost accounting analysts. A qualified candidate for this position is expected to be competent at using a CALSTARS table and possess a broad knowledge of the State’s accounting policies and procedures. Specific duties include:

- Plan, direct, supervise and evaluate the work of professional accounting analysts in conducting studies of large and most complex accounting systems, policies, procedures, and practices of the Cost Accounting and Support Office.

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Duties and Responsibilities (cont):

- Direct staff in evaluating, implementing, and maintaining CALSTARS, Meditech, and the proposed VHIS, to meet Federal and State Laws and Regulations.
- Ensure compliance with fiscal processes designed to support all Veterans Homes' Operations.
- Research best practices in all of the Office's unique functions.
- Lead a cost report preparation team which is responsible for the preparation of annual Medicare and OSHPD cost reports.
- Ensure that relevant federal and state cost principles are adhered to in preparing all cost reports, without which CalVet will not receive its reimbursements from both the Centers for Medicare and Medicaid Services and Medi-Cal Organizations.
- The incumbent will be involved in the discussion and resolution of audits and reimbursement issues concerning our cost reports.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Rashida Parker – M80 #003 11/12 To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application.** All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #830-550-4549-002.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Rashida Parker, Human Resources Office, at (916) 653-2209. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 830-550-4549-002 RELEASED: 9.15.11